

Embassy of the United States of America
Foreign Student (Thai) Intern Program 2014
(Consulate General Chiang Mai)

The Foreign Student (Thai) Intern Program will be offered from March 24 to June 13, 2014 during the summer break. The requirements are:

- (a) Be full-time students at an accredited Thai university;
- (b) Have already completed two years of university studies;
- (c) Be at least 18 years old;
- (d) Have a GPA of 2.8 or higher; and
- (e) Possess basic working knowledge of English; and
- (f) Complete medical and security clearance.

Interested students should submit an application with verification of student status, transcript, and Thai ID card **by email to ChiangmaiFNSIP2014@state.gov** **(Subject: Chiang Mai FNSIP#2014 - Name and Surname), no later than November 30, 2013**. Students must identify the position number(s) of the position(s) they are applying for on their applications. ****Please note that students may apply for up to 3 positions only. There will be no housing or other allowances provided for those students from other provinces who are selected for the positions in Consulate General Chiang Mai.**

Internships will be offered in the following offices/organizations:

<u>CSIP#2014/1</u>	Political Section
<u>CSIP#2014/2</u>	Economic Section Consular Section
<u>CSIP#2014/3</u>	Public Diplomacy
<u>CSIP#2014/4</u>	Community Liaison Office
<u>CSIP#2014/5</u>	Consular Section
<u>CSIP#2014/6</u>	IT Section

For additional information, please contact HR Customer Service at BangkokHRCS@state.gov or 02-205-4991.

Attachment 1: Job Descriptions and Job Qualifications

CSIP#2014/1

Office / Organization: Political Section

Job Description:

- Monitor political events through various media sources, key developments and selected issues of interest in local and cross-border regions.
- Attend and report on seminars, workshops, rallies and other relevant political events of USG interest.
- Update biographical data and profiles of key individuals and organizations within the consular district.
- Assist with scheduling visits and other preparations for USG officials or high-profile visitors.
- Work with interns from other sections on joint projects.

Qualifications:

- Candidate must be currently enrolled in Political Science, International Relations, Public Administration, Sociology, Law, Humanities, History
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai

SIP#2014/2

Office / Organization: Economic Section

Job Description:

- Gather data for economic, commercial and environmental reporting
- Assist in updating economic and commercial data base
- Support the Thai-U.S. Creative Partnership programs
- Support the Consulate's economic and commercial update on social media platform
- Support administrative tasks in the section

Qualifications:

- Candidate must be currently enrolled in Economics or Business Administration
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai

CSIP#2014/3

Office / Organization: Public Diplomacy

Job Description:

- Provide support for regular cultural and educational programs
- Survey the opportunities to engage the Consulate's mission into local community/ public's events
- Monitor and organize inventory (promotional items, publications)
- Responsible for news monitoring/ briefing/ clipping
- Assist in arranging media events
- Design and produce brochures/posters, including other promotional materials
- Assist on online communication (Facebook, Twitter, Website update)
- Update educational/cultural and media contact database
- General Tasks: Assist on daily basis/administrative requirement; translation service; logistics

Qualifications:

- Candidate with interest in communications, media, cultural affairs or currently enroll in Business Administration, Arts, Liberal Arts, Humanities, Education, Economics, Political Sciences, Communication Arts, International Business Management, or a related field
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be excellent in English and Thai (English and Thai translation is a must)
- Candidate must be creative, enthusiastic, and multitasking

CSIP#2014/4

Office / Organization: Community Liaison Office (CLO)

Job Description:

- The intern will interact with the Consulate American/Thai staff and family members as intern of the Community Liaison Office.
- Plan, organize and participate in Community Liaison Office events including holiday parties, CLO lunches and outings, and other CLO events planned for the Consulate community within Chiang Mai Community.
- Create database. Be creative and use your creativity. Help photograph events and put in Consulate database.

Qualifications:

- Candidate with interest in communications, media, cultural affairs or currently enroll in Business Administration, Arts, Liberal Arts, Humanities, Education, Economics, Political Sciences, Communication Arts, International Business Management, or a related field

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai

CSIP#2014/5

Office / Organization: Consular Section

Job Description:

- Will assist in nonimmigrant visa (NIV) and routine American Citizen Services (ACS) processing during post's peak season for both.
- Will perform case intake, document screening, and data entry.
- Will assist in emergency ACS cases as assigned, including accompanying officers or other Consular staff on emergency ACS visits outside of the Consular section to prisons, hospitals, or other locations.
- May translate for officers at out-of-office visits or during NIV interviews.
- Will also perform file maintenance and special projects related to improving section efficiency.

Qualifications:

- Candidate must be currently enrolled in Political Science, International Relations, Public Administration, Sociology, Law, Humanities, History
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be excellent in English and Thai

CSIP#2014/6

Office / Organization: IT Section

Job Description:

- Provide user level technical support for end users, computers, printers, etc.
- Responsible for IT Inventory management and update data.
- Answering telephone calls to arranging appointment and assign job ticket.
- Taking messages, typing and work processing.
- Monitor printers, copiers, and fax machines to make sure they are working properly and getting regular maintenance.
- Assist with creation and documentation of IT systems and networks.
- Working with consulate team for all generic problem.

Qualifications:

- Experience with MS Office products.
- Familiar with IT hardware and software to resolve with a basic problems that relate to computer and networking
- Must have basic knowledge of current technologies available in the IT world.
- Previous experience with computer and printer maintenance and repair.
- Willingness to work with many different people.
- Ability to be courteous and helpful.
- Service mind also understanding of the different kind of the users

Number of required hours:

40 per week (flexible)

Submit application to:

Email: ChiangmaiFNSIP2014@state.gov

(Subject: FNSIP#2014 – Name and Surname)

Closing date:

November 30, 2013

**Please note that the above vacancies are unpaid jobs.*

*** There will be no housing or other allowances provided for those students from other provinces who are selected for the positions in Consulate General Chiang Mai.*